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Executive Assistant to DDI

7 December 1953

Director of Training

Document No. 125

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Weekly Summary Report

Class. CHANGED TO: TS S C

DDA Memo, 4 Mar 77

Auth: DDA REG. 77/1765

Date: \_\_\_\_\_ By: \_\_\_\_\_

1. Involvements in Training Courses for the week of 27 November to 2 December 1953:

A. Students presently in full-time OTA courses in CIA installations:

1. Basic Intelligence

a. BIC(I) #15	23
b. BIC(CS) #6	60
c. Phase II, #5	69
d. Phase III, #6	46
e. Administrative Support #5	37

2. Specialized

a. Stay-Behind Operations #6	9
b. [REDACTED]	8
c. Air Operations #6	7
d. Counterespionage #19	18
e. Covert Training	16
f. Special Projects	8

3. Clerical

a. Clerical Induction Training	5
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TOTAL FULL-TIME OTA COURSES

306

B. Students presently in part-time OTA courses in CIA installations:

1. Basic Intelligence

a. Reading Improvement Course #14	
DDP Personnel	19
DDI and DDA Personnel	31 50

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b. French Reading Improvement Course #1	4	
c. CIA Indoctrination	<u>69</u>	123
2. Management		
a. Human Resources Program		19
3. Clerical		
a. Clerical Induction Training	20	
b. Clerical Orientation Course #79	<u>19</u>	39
4. Language and Area		
a. CIA Language Laboratory		
Classes	96	
Self-study	<u>111</u>	207
TOTAL PART-TIME OTM COURSES		308

C. Students presently in full-time external training:

1. Defense Schools		
a. Air War College	1	
b. Armed Forces Staff College	1	
c. Army War College	1	
d. Intelligence Staff Officers Course	1	
e. Industrial College of the Armed Forces	1	
f. National War College	3	
g. Naval War College	1	
h. Strategic Intelligence Course	<u>1</u>	12
2. Officers Candidate School		
a. Army	26	
b. Navy	13	
c. Air Force	9	
d. Marines	<u>1</u>	49
3. Management		
a. Advanced Management Program (Harvard)		1

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**4. Language and Area**

a. Program A	2
b. Program C	6
c. Program G	5



4  
3  
6  
4  
1  
7  
1

j. Miscellaneous Area Courses  
k. Miscellaneous Area and Language Courses

4 43

**5. Miscellaneous**

5

**TOTAL FULL-TIME EXTERNAL TRAINING 110**

**D. Students presently in part-time external training:**

**1. Defense School Lectures**

a. Industrial College of the Armed Forces	1
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**2. Language and Area**



20  
36  
10  
1

e. Miscellaneous Area Courses  
f. Miscellaneous Language Courses

4 120

**3. Clerical**

a. IBM, Washington, D. C.	9
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**4. Miscellaneous**

47

**TOTAL PART-TIME EXTERNAL TRAINING**

**177**

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**GRAND TOTAL - 981**

**E. During the week, one request for exemption was approved:**

<u>OFFICE</u>	<u>NUMBER</u>	<u>COURSE</u>
IAS	1	BIC (SUP) #6

**F. During the week, one postponement was approved:**

<u>OFFICE</u>	<u>NUMBER</u>	<u>COURSE</u>	<u>TO</u>
Logistics	1	BIC(SUP) #6	January 1954

**2. A series of studies on resistance and other clandestine movements has been proposed by Office of Training representatives which, if approved by Chief, [REDACTED] PP,**

**conditions.**

**3. [REDACTED] has been detailed to the Office of Training for approximately 60 days to write material for possible inclusion in the curricula of the [REDACTED] courses. [REDACTED] past experience in analyzing Communist propaganda, it is felt, will enable him to advise course instructors on counter-propaganda techniques against the Communists.**

**4. The Specialized [REDACTED] Course has been extended to a full four weeks. The fourth week will include 12 hours on [REDACTED] and a series of industrial tours. Previously the tours were offered on an optional basis.**

**5. Covert photographs (movie and stills) were made of Phase II students while they were participating in the town surveillance and casing problems [REDACTED]. The photographs will be used later in the course in connection with instruction in investigative techniques and active opposition.**

**[REDACTED] some special scenes to be made with facilities of the movie industry in Hollywood will be completed on or about 23 December 1953. Music and animation will be prepared and it is expected that a work print will be available in January and a final print in late February.**

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7. The ORE Reading Analysis Program is being further developed and will be scheduled again in January. [REDACTED] Chief of the Intelligence Information Staff, seems well satisfied with the statistical data compiled from the first group, and has requested additional scanning projects for the January class.

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8. Approximately 100 applications for Advanced Language Seminars have been received. Two groups in Russian, one in German and one in Arabic have been completely organized and will begin next week. Other groups are now being planned in Russian, French and Spanish. Applications have also been received for seminars in Chinese, Japanese, Italian, Czech, Hungarian, Polish and Portuguese. As soon as sufficient applications are received to permit organization of a satisfactory group, seminars in these languages also will be organized.

9. At the request of the [REDACTED] Division, the Office of Training is preparing a demonstration of laboratory equipment with a view to its possible use in teaching English to emigres and other persons for whose settlement in this country [REDACTED] is responsible. The demonstration probably will be performed at a safe house in the Washington area.

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10. During the past week, the language laboratory was used for a total of 409 hours, 174 of which were outside the normal working day.

11. Requests have been received from the Acting DD/A, the AD/SI, the AD/CI and AD (Comm) for the development of the regular Human Resources Program presentations in their components as soon as possible. The Office of Communications request is for a new group, in addition to the four going at present.

MATTHEW BAIRD

HE:ep

cc: DL/P  
DL/I  
AD (Comm)

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